

We are looking for a Warehouse Manager

Job:

40 hrs

Monday - Friday

8:00am - 5:00pm

Rate: To be Discussed at Interview

Medical Health Insurance Benefits:

- Company will pay 25% of Insurance 1st year
- Company will pay 35% of Insurance 2nd year
- Company will pay 45% of Insurance 3rd year
- Company will pay 50% of Insurance 4th year
- Company will pay 100% of Insurance 5th year +

Qualifications

- People Skills – Sets and achieves challenging goals
- Demonstrates a positive attitude and good listening skills
- Exhibits well-developed interpersonal skills and professional demeanor
- Productivity – Demonstrates punctual, regular attendance, a good work ethic and dependability
- Ability to work independently and efficiently, prioritize work and complete important projects as assigned
- Planning and Organizing – Maintains an efficient work area where needed information is organized and accessible
- Plans work effectively and sets priorities in keeping with departments and organizational objectives
- Ability to manage multiple tasks and competing priorities effectively
- Technical Skills – Demonstrates safety and data entry management, reporting and analytical skills, ability to deal with complexity, and knowledge of equipment maintenance, competency in Microsoft Word.
- Ability to operate standard office machines (Telephone / Computer)
- Able to learn and apply departmental or Company policies, procedures and rules



Responsibilities

- Manages Warehouse staff that may include Warehouse Supervisor, Warehouse Clerk, Warehouse personnel by overseeing proper receiving, storing, and delivering of raw materials and proper shipping of finished goods items to customers
- The warehouse manager is also responsible for deliveries and received merchandise, coordinating with security within the warehouse
- Listens actively and demonstrates empathy when appropriate
- Adjusts communication style appropriately when interacting with and providing feedback to employees or customers
- Produces clear, concise and well-organized written documents
- Considers varying points of view
- Adapts to changes and is open to new ideas and responsibilities
- Demonstrates awareness of own style and how it affects others, and makes adjustments as necessary
- Demonstrates persistence and overcomes obstacles
- Takes responsibility for own actions, and subordinates' activities
- Takes calculated risks to accomplish goals
- Avoids blaming and demonstrates a willingness to assist others
- Includes staff in planning and decision making, facilitating improvement
- Builds rapport with others
- Treats others with consideration and respect
- Takes responsibility for subordinates' activities; Makes self available to staff, Provides regular performance feedback; Develops subordinates; skills and encourages growth; Fosters quality focus in others; Improves processes, products and packaging: Continually works to improve management skills

Customer Service :

- Works well with internal and external customers
- Promotes a positive image of the company, both in person and over the telephone
- Strives to resolve issues raised by customers
- Organizes and manages time effectively
- Consistently works to meet deadlines, even in changing circumstances
- Keeps Upper Management and Supervisor informed of progress

POSITION PURPOSE

Manages Warehouse staff that may include Warehouse Supervisor, Warehouse Clerk, and Warehouse personnel by overseeing proper receiving, storing, and delivering of raw materials and proper shipping of finished goods items to customers. Also responsible for coordinating with security within the warehouse.

Technical Skills

Demonstrates safety and management reporting and analytical skills, ability to deal with complexity, and knowledge of equipment maintenance, competency in Microsoft Word. Ability to operate standard office machines (telephone/ computer). Able to learn and apply departmental or Company policies, procedures and rules.

Performance Measures

- Tools & Equipment:
 - Computer & printer
 - Walkie-Talkie
 - Forklift Competent / License: ; qualified forklift trained preferred
 - Pallet jacks Competent